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HARYANA GOVERNMENT

SKILL DEVELOPMENT & INDUSTRIAL TRAINING DEPARTMENT

Notification

The 23rd November, 2021

No. TA/1/1/Transfer Policy/SDIT/15003.— The Governor of Haryana is pleased to approve some amendments in the Transfer Policy of Skill Development & Industrial Training Department notified *vide* no. TA/1/1/Transfer Policy/SDIT/5691 dated 20.03.2020 in the official gazette. The amended transfer policy is given as under:-

Transfer Policy

1. Vision :

- (i) To deploy available staff in an optimum manner so that, inter-alia, employees are evenly distributed across regions and institutions, with special regard to the interest of trainees.
- (ii) To maximize the overall satisfaction level of its employees, subject to protection of academic interests of trainees and the administrative efficiency of the Department.

2. Application: Transfer policy will be applicable to all Group A,B,C and D cadre posts of GITOT/Industrial Training Institutes/Industrial Training Institutes (W). However, online transfer policy will be applicable where the cadre strength is 80 or more. The headquarter posts having common seniority with field employees will also be included in online transfer drive. However, for posting against directorate posts of ADT (Group-A), ADT(Group-B) and Senior Technical Assistant/ Apprenticeship Supervisor, the officers/officials must be having at least Diploma/Degree in Engineering field.

3. Definition : In this policy, unless there be anything repugnant in the subject or context;

- (a) **'Blocked Posts'** means the vacancies of cadre remain unfilled/ to be kept vacant at any given point of time due to shortage of employees in the department.
- (b) **'Employees of Special Category'** means the blind employees or the differently abled employees or their child(ren) and spouse; women employees, widows, widowers, couple case, employees suffering from Diseases of Debilitating Disorder;

- (c) **‘Prescribed Tenure’** means the tenure of appointment for a period of five years. While calculating tenure of an employee for the purpose of this policy, the date from which someone is working in a institute on **31st May** of the calendar year of transfer shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise. However, an employee can participate in the transfer drive subject to completion of minimum one year service in a place of posting but after doing so by him, the post occupied by such employee will be considered as deemed vacant. Decision about opening of new Govt. ITIs/ITI(W)s, diversification (addition/deletion) of trades/redistribution of posts/rationalization of instructional staff will be done before 31st January every year.
- (d) Transfers will be done preferably in the month of July i.e. end month of Academic Session. Ordinarily, no mid-term transfers will be done except for reasons to be recorded on file.
- (e) **‘Qualifying date’** for the purpose of calculation of vacant post(s) shall be the 31st May of the calendar year of transfer.
- (f) **‘Service’** means duty period and all kinds of leave including extraordinary leave availed by a Govt. employee during the prescribed tenure.
- (g) **‘Transfer’** means posting/appointment from one institute to other institute or directorate to institute and vice versa, on or before completion of prescribed tenure. Employees will be liable to be transferred and posted anywhere in the State, at anytime, and for any period, as per requirements either of the public service or of the Department or both. Transfers and postings are right of the Department which it would endeavor to exercise in the best academic interests of the trainees with due regard to the principles of equity and transparency vis-à-vis its employees.
- (h) **‘Vacant Post for transfer’** means
 - (i) a post not occupied by any employee;
 - (ii) a post presently occupied by an employee for a period of five years or more;
 - (iii) a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive for the post(s) covered in online transfer policy.
 - (iv) a post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he/she has not completed the prescribed tenure where he/she is presently posted.
 - (v) There will be two types of vacancies (i) Actual Vacancy (ii) Deemed Vacancy:
 - (a) Actual Vacancy: A post not occupied by any employee; post that will become vacant due to retirement, promotion, voluntary retirement or otherwise as on date of eligibility.
 - (b) Deemed vacancy: A post occupied by an employee for a period of five years or more on the qualifying date; or a post occupied by an employee for one year who has given option for online transfer.
 - (vi) Some vacancies of all categories of employees will remain unfilled at any given point of time. To avoid their concentration in some Institutes, percentage of such vacancies will be maintained proportionately, category wise, amongst all Institutes, which will be decided by the Government.

Note 1- Where there are Blocked posts in a cadre, the same shall be excluded from the number of vacant posts for transfer.

Note 2- The post against which an employee has been posted/transferred on compulsion of administrative reasons or litigational nature shall also not be included in the vacant posts for transfer.

Note 3. Department will prepare the list of vacant posts for transfer and notify them for the benefit of stakeholders. Depending upon input from stakeholders, such list may be amended if required.

4. **General Principles:**

(i) **Time Schedule for online transfer:**

- (a) General transfers online will be made only once in a year. However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled up in public interest, can be made anytime by the competent authority in cases of Administrative exigency, sudden death of spouse, chronic disease/permanent disability of spouse, transfer of spouse of employees of Departments/Organizations of Govt. of Haryana and on compassionate ground for the special categories like women, widows, widowers, differently abled persons, serious ailment. The reasons for transfers under these grounds will be recorded on file.

- (b) The online process will be completed upto 31st July and implemented after 1st August or as per exigency/convenience of the department.

(ii) **Liable to be posted anywhere:**

Employee are liable to be transferred under this policy in any place or anywhere in the State, in public interest, on completion of prescribed tenure.

(iii) **Computerization of relevant service record of employees:**

All the GITOT/GITIs/GITIw and Directorate shall ensure that all employees get their service record is entered in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the Department shall be at liberty to post him/her anywhere in the State.

5. Merit Criteria for allotment of Post:-

- (a) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning highest points shall be entitled to be transferred against a particular vacancy.
- (b) Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weightage of 60 points, out of total points.
- (c) A privilege of maximum 20 points can be availed by the employees of special categories as indicated below:-

- (A) **Age:** The first set of merit points will be the Age of the Government employee concerned enumerated below:-

Sr. No.	Major Factor	Sub-Factor	Maximum Points	Calculation process
1.	Age {date (DD/MM/YYYY) of eligibility minus date of birth (DD/MM/YYYY) }	Eldest person shall be given maximum points	60	Age in number of days ÷ 365 (maximum four decimal points)

- (B) **Special Category:** The second set of merit points will come from Special Category enumerated hereinafter:

Sr. No.	Major Factor	Sub Factor	Max. Points	Explanation
1.	Gender	Female	10	10 points will be given to female employees
2.	Special category female employees	Widows/Divorced/Legally Separated/Un-married female employees more than 40 years of age/wife of serving military personal/paramilitary personal working outside the state.	10	All female of this category shall be given 10 marks only.
		Women employee except Group-D.	05	In case of giving option/preference for posting in women GITI.
3.	Special category male employees	Widower (who has not remarried) and has one or more minor children or unmarried daughter(s).	05	Eligible male widowers will be given 5 points only. In case of remarriage of self/children becoming major/daughter getting married, the employee will have to update his profile on the portal and will not be eligible for this advantage any more.

Sr. No.	Major Factor	Sub Factor	Max. Points	Explanation
4.	Differently abled persons	Vision	20	40 % to 60% disability= 10 marks Above 60 to 80% = 15 marks Above 80% shall get 20 marks (maximum)
		Locomotors	20	
		Deaf and Dumb	20	
5.	Diseases of “debilitating disorders” <u>List of Diseases :</u> 1. Currently suffering from cancer; or 2. having undergone by-pass heart surgery; or 3. Kidney transplant; or 4. Currently undergoing dialysis.	Self	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
6	Diseases of “Debilitating Disorders” <u>List of Diseases :</u> 1. Currently suffering from cancer; or 2. having undergone by-pass heart surgery; or 3. Kidney transplant; or 4. Currently undergoing dialysis.	Spouse/ Children unmarried	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
7	Differently abled or mentally challenged children	Male/Female employee having Mentally challenged or 100 differently abled child.	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.

Sr. No.	Major Factor	Sub Factor	Max. Points	Explanation
8	Couple Case	Husband and Wife both are working (State/Central Govt./Public Sector)	05	This benefit will be given only in case preference is given for place of posting of spouse. If both the spouse apply for transfer to the place of posting of other spouse, transfer will be made in such a way that both spouse serve at a place where number of vacancies is higher.
9	Well performing Instructors/ Group Instructors/ Junior Apprenticeship & Placement Officer/ Apprenticeship Supervisor/ Sr. Technical Assistant (not for ministerial staff)	Group Instructors/ Instructors giving good results (Average of last 3 sessions NCVT/ SCVT exams)	5	For results, following will be the criteria: 60% to 70%=1 70% to 80%=2 80% to 90%=3 90% to 95%=4 Above 95%=5 State Topper : 5 National Topper :5
		Apprenticeship Instructor/JAPO giving good outcome engaging App. & Placement (Average of last 3 years)		On the basis of Achievement of target of Apprenticeship & Placement, following will be the points criteria: 60% to 70%=1 70% to 80%=2 80% to 90%=3 90% to 95%=4 Above 95% =5
		Senior Technical Assistant / Apprenticeship Supervisor at directorate		Rating point 1-5 marks as given by Joint Director/Additional Director concerned.

- (a) The employees who are 100 % blind or having 80% or more locomotors disabilities involving both the legs shall be given their choice of posting.

6. Procedure to be adopted:

- (i) Department will seek preference/option for choice of station from the eligible employees for online transfer. The online transfer exercise shall be carried out only through approved web based application.
- (ii) The option once availed and confirmed by the employee shall be final and cannot be changed.
- (iii) An employee who is due for superannuation within one year or less service shall not be eligible to participate in the transfer drive unless he/she so desires or administrative exigency.
- (iv) Merit criteria for online allotment of station will as per Para 5 above.
- (v) All transfers shall be implemented within seven days of their issuance. The Treasury Officers concerned shall not draw the salary of the employees who have not complied with orders.
- (vi) Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the department after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.

- (vii) Online general transfer due to completion of prescribed tenure of five years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Service Rules, 2016.
 - (viii) Posting with an employee spouse (including Central Govt. Employee): as far as practicable, request for transfer to join an employee spouse, either at the same station or at nearby station will be considered. In the event of tie among the same category of employees spouses, lady employee will be given preference over male employee.
 - (ix) Transfers of Trade/Craft Instructors may be made keeping in view of their qualification based on DGT, Govt. of India, affiliation instructions i.e. the ratio of degree/diploma holder instructors and ITI+CTI/TTC holder instructors, which presently is 50:50, to facilitate affiliation of trade units with NCVT/SCVT.
 - (x) On fresh appointment and in case of promotion, the employees shall give five choices for preferred stations and the Department will try to accommodate them in order of merit/seniority. However, they will have to serve at the allocated stations for at least three years. For this purpose, they will have to submit an undertaking alongwith the request that they will not make any request for transfer if they are accommodated in one of the five preferred stations.
 - (xi) An option of 'anywhere in the State' may also be given while submitting the request for online transfer.
 - (xii) Minimum stay for seeking transfer through online transfer will be one year, except for persons with disabilities; however, person with disability may participate willingly. In administrative exigency, the Department will be at the liberty to post any employee at any place as per requirement.
 - (xiii) In case of administrative exigency, an employee can be transferred at any point of time with the prior approval of the Chief Minister, Haryana.
 - (xiv) On the basis of the re-distribution of sanctioned posts or closure of trade units, the employees who are found surplus (without workload), shall compulsorily be shifted from their place of posting even if they have not completed their tenure of five years in the Institute.
 - (xv) Transfer/Posting to the opted Institutes will not be claimed or treated as a matter of right.
 - (xvi) The option once availed and confirmed will be final and can not be changed.
 - (xvii) In case of employees who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, the department will again seek their options against the remaining available posts at that point of time so that they are not randomly posted too far away from their places of posting.
7. **Bar against canvassing:** No employee shall canvass for his case except through a representation to the Head of Department or to higher authorities in Government. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 6 above. Action may also be initiated against such an employee under relevant Service Rules/ Employees Conduct Rules including an entry to this effect in his/her service record.
 8. **Appointment by promotion/direct recruitment:** Employees taken in a cadre through direct recruitment/ promotion/repatriation shall be posted at a place of eligibility and availability.
 9. **Authorities competent to effect transfers:** All transfers of officials will only be made by the authority empowered to make transfer of the official as envisaged in transfer policy of State Govt. and subject to the directions issued by the Government from time to time.
 10. **Transfer on administrative grounds:** Irrespective of the online transfer policy, an employee can be transferred at any point of time on administrative grounds.
 11. **Opportunity of option to certain categories:** The following categories of employees will not be transferred unless they desire to participate in the transfer drive:-
 - (a) Employees having 12 months or less in retirement on the date of next transfer drive subject to condition at Sr. No. 6(xiv) above;
 - (b) Unmarried female employees upon marriage;
 - (c) Married female employees upon divorce; or
 - (d) Widow or widower employees on the death of spouse;
 - (e) Persons with disabilities;
 - (f) After the transfer drive, the newly married, widowed or recently divorced female employees shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive.

12. **Posting in remote areas:** Incentive for serving on the choice of Anywhere in the State: If an employee opts for 'anywhere in the State' and is thereafter posted in an office in Morni Hills Area or Nuh District against a vacancy for which no employee has opted, he will be paid remuneration @10% of the Basic Pay+DA , during the period of said posting provided this incentive shall not be admissible in case of transfer in home district Nuh and Panchkula.
13. **Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
14. **Power to relax:** Notwithstanding anything contained in the policy, Administrative Secretary to Govt. of Haryana Skill Development and Industrial Training Department with the prior approval of the Chief Minister, Haryana shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.
15. **Interpretation of guidelines:** Administrative Secretary to Govt. of Haryana, Skill Development and Industrial Training Department, Haryana will be the competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the policy for the purpose of effective control and administration of the Department as a whole.
16. **Code of conduct:** All employees are expected to observe the Haryana Civil Services (Government Employees Conduct) Rules, 2016. Any deviation in this regard will be viewed seriously and disciplinary action as warranted under rules will be taken.

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